



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC 8336(c) and 8412(d)

[ x ] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[ x ] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number\*

Classification Title: Range/Forestry Technician (Fire)

Organization Title: Prescribed Fire/Fuels Technician

DOI Standard PD Number: DOI020\* Series and Grade: GS-0455/0462-08/09

\*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The RANGE/FORESTRY (PRESCRIBED FIRE/FUELS) TECHNICIAN requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The primary purpose of this position is preparing and implementing prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring plans. The incumbent integrates prescribed fire/fuels management, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire/fuels management program for a unit(s). The incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire use, prescribed fire, and fuels treatment plans; to assist other in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

10/25/04

BIA Fire Program Designee

Date

10-22-04

BLM Fire Program Designee

Date

10/25/04

FWS Fire Program Designee

Date

10/25/04

NPS Fire Program Designee

Date

Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader

10/26/04

Date

**APPROVAL:** This DOI Standard Position Description (SPD) is approved for Secondary/Administrative Firefighter (FF) Retirement coverage retroactive to classification date of 05/07/2004. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Performance, Accountability and Human Resources

10/26/04

Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO. DOI020 Range/Forestry Technician (Fire)	SCHEDULE GS	SERIES 455/462	GRADE 08
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ (Signature of Supervisor)</div> <div>_____ (Date)</div> </div> <div style="margin-top: 10px;">TITLE _____</div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>           BIA BLM FWS NPS (See block 7)            (Official Exercising Classification Authority)            TITLE HR Manager/Specialist         </div> <div>           5/7/04            (Date)         </div> </div>
--	--

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-09 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-09 level.

*Allison Beard*  
Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs

*Todd W. Ryan*  
Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management

Department of the Interior, FLERT Specialist  
This PD has been approved as follows under 5 USC 8336(c) at  
☒ Firefighter ☒ Law Enforcement  
☒ Primary ☒ Secondary/Administrative  
 Approval Date October 26, 2004

*D. Burton Orton*  
Debbie Burton Orton  
HR Manager  
National Park Service

*Dawn Phillips*  
Dawn Phillips  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)										<input checked="" type="checkbox"/> New <input type="checkbox"/> Other										<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field																				6. OPM Certification No.																													
7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																																	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure										<input type="checkbox"/> Employment and <input type="checkbox"/> Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																																							
<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive										*DOI020																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment										Range/Forestry Technician (Fire)										GS										455/462										09										5/7/2004																			
c. Second Level Review																																																																					
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)										Prescribed Fire/Fuels Technician										17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment										Department of the Interior										c. Third Subdivision																																																	
a. First Subdivision										BIA BLM FWS NPS										d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action										BIA BLM FWS NPS										Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111 Introduction to the Position Classification Standards July 1999 HRCD-7																																																	
Signature										Date										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
See Remarks										5/7/04																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
Allison Beard BIA										Todd Ryan BLM										Dawn Phillips FWS										Debbie Burton Orton NPS																																							
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

\*Agency Use Code should be entered in FPPS in the last six spaces of the Position Allocation Number.

## **INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position is located in a unit with a moderate fire management program complexity level or serves in support of a higher level position in a high complexity program.

Primary responsibilities of the position are preparing and implementing prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring plans. The incumbent integrates prescribed fire/fuels management, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire/fuels management program for a unit(s).

This is an arduous position and subject to medical screening and physical fitness testing.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

## **MAJOR DUTIES:**

### **Program Management (25%)**

Assists in planning, implementing and coordinating all aspects of the prescribed fire and fuels management program. Provides assistance in program direction, short- and long-range planning; budgeting; and, managing the wildland fire use, fuels management, and prescribed fire programs.

Researches the effects and behavior of prescribed fire to assist in the development of short-term fire management objectives and strategies. Evaluates prescription treatments, monitoring methods, and new technologies and makes refinements as appropriate to improve the organization's effectiveness.

Reviews and comments as necessary on all sections of the Fire Management Plan

pertaining to prescribed fire and fuels treatments.

### **Planning (35%)**

Develops and recommends plans and schedules for the prescribed fire, wildland fire use, and fuels treatment projects. Uses input from the interdisciplinary team, annual objectives, and management direction to develop and recommend schedule of treatment.

Plans, conducts surveys and evaluates data to develop prescriptions for prescribed fire and wildland fire use.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Plans and conducts project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are used in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews alternatives and prepares a wide variety of prescribed fire/fuels management plans following the interagency template.

Creates, updates, and uses a database to model and analyze fire behavior and fire effects observation data. Ensures data quality. Ensures proper data storage and archival procedures are followed.

### **Operations and Safety (40%)**

Implements and administers technical aspects of the prescribed fire/fuels plan, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified and in accordance with regulations, policies, and guidelines. Monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts fuels management surveys to document presence, amount, and types of hazardous fuels. Utilizes this information to prioritize prescribed fire and fuels management projects.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting program objectives. Responsible for record keeping associated with burn planning, fire occurrence reporting, and weather.

Identifies and provides for training needs to support prescribed fire and fuels management programs.

Participates in wildland fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment, and vehicles used in fire suppression activities, with emphasis on those used for the particular function assigned. Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Supports wildland fire suppression activities.

Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc.

Uses specialized firing equipment.

## **FACTORS**

### **Factor 1. Knowledge Required by the Position**

(Level 1-6, 950 points)

Knowledge of the policies, techniques and practices of wildland firefighting as obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Knowledge of the requirements imposed by environmental laws, regulations, and policies to ensure that plans are in compliance.

General knowledge of natural resource management, where the knowledge is directly applicable to fuels management and both wildland fire and prescribed fire.

General knowledge of the effects of fire on natural resources and fire ecology principles as they apply to local fuel and vegetation types, weather, fire behavior and the methods used to monitor, analyze, and predict fire behavior.

Ability to plan and implement prescribed fire, fuels treatment, and wildland fire use operations and skill in developing treatment prescriptions.

Knowledge of methods for the collection, storage, retrieval and analysis of results from fire effects monitoring activities

Knowledge and skill sufficient to prepare and track budgets.

Knowledge of reporting requirements and procedures.

Knowledge of accepted fire safety practices and procedures.

Oral and written communication skills sufficient to prepare reports, present training, coordinate work efforts.

**Factor 2. Supervisory Controls**

(Level 2-3, 275 points)

Supervisor defines objectives and sets priorities and deadlines. Incumbent is relied upon to independently carry assignments through to completion. Work plans for non-routine activities and controversial aspects of assignments are typically discussed with supervisor or the Fire Management Specialist. The supervisor is usually available for consultation and advice on new practices or significantly modified principles and practices. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

**Factor 3. Guidelines**

(Level 3-3, 275 points)

General guidance can be found in agency and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides.

Specific guidance is also contained in the fire management plan, natural and cultural resource plans, interagency agreements, and memoranda of understanding. Adaptation and extension of these guidelines is necessary in situations not specifically covered. There are a considerable number of variables that are unique to each project, requiring the incumbent to develop new approaches and exercise judgment.

Resourcefulness and experienced judgment are used in interpreting guidelines and references to solve operational problems or assist with the planning process.

**Factor 4. Complexity**

(Level 4-4, 225 points)

The work entails a variety of complex administrative and technical prescribed fire, wildland fire use, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences and fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of treatment; social, political, and economic issues; higher complexity fuels treatment projects; resource and property values at risk; smoke management requirements;

multiple jurisdictions, frequent use of aviation operations or support; and intra- inter-agency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into an effective prescribed fire/fuels management program.

Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

**Factor 5,     Scope and Effect** (Level 5-3, 150 points)

The purpose of the incumbent's work is to perform complex fire management support work and to assist in the development of wildland fire use, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

**Factor 6,     Personal Contacts** (Level 6-2, 25 points)

Primary contacts are with wildland fire use, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Contacts are also frequently made with personnel from other local, state, federal, and tribal agencies. Other significant contacts include contractors, news media, local community leaders, cooperators, and the general public.

**Factor 7,     Purpose of Contacts** (Level 7-2, 50 points)

The primary purpose of contacts is to provide information, plan and conduct wildland fire use, prescribed fire, and fuels treatment projects. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

**Factor 8,     Physical Demands** (Level 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.



Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

**Factor 9, Work Environment**

(Level 9-3, 50 points)

The work is primarily performed in forest and range environments in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions. Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

## EVALUATION STATEMENT

<u>Recommended Classification</u>	Range/Forestry Technician (Fire), GS-455/462-09 with an organizational title of Prescribed Fire/Fuels Technician
<u>Organizational Location:</u>	Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management
<u>References:</u>	Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Introduction to the Position Classification Standards, July 1999, HRCD-7

Background: This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Prescribed Fire/Fuels Technician. This position is located in a unit with a moderate fire management program complexity level or serves in support of a higher level position in a high complexity program.

Primary responsibilities of the position are preparing and implementing prescribed fire plans, fire effects monitoring plans, manual and mechanical hazardous fuels treatments, and smoke and wildland fire use monitoring plans. The incumbent integrates prescribed fire/fuels management, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire/fuels management program for a unit(s).

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) covers positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources. Range/Forestry Technicians are most commonly found in first level units and are principally concerned with performing work supporting the implementation of projects and program goals.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that wildland firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. Since the only difference in the positions is the primary vegetation, the

positions are considered interchangeable with either classification being appropriate. The prefix "Supervisory" is added since the position involves supervisory duties and responsibilities, which meet the definition of the General Schedule Supervisory Guide. Therefore, the proper title and series are **Range Technician (Fire), GS-455** or **Forestry Technician (Fire), GS-462** dependent upon type of terrain and vegetation.

Because this position requires skill in firefighting, the parenthetical title of (Fire) is appropriate and is in line with agency practice. This position is assigned an organizational title of **Prescribed Fire/Fuels Technician**.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
Knowledge Required by the Position	950	1-6
2. Supervisory Controls	275	2-3
3. Guidelines	275	3-3
4. Complexity	225	4-4
5. Scope and Effect	150	5-3
6. Personal Contacts	25	6-2
7. Purpose of Contacts	50	7-2
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	2050	
Grade Conversion Range (1855-2100)	GS-09	

Conclusion: The proper title and series are **Range Technician (Fire), GS-455-09** or **Forestry Technician (Fire), GS-462-09** dependent upon type of terrain and vegetation. This position is organizational titled **Prescribed Fire/Fuels Technician**.



Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



Debbie Burton-Orton  
HR Manager  
National Park Service



Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management



Dawn Phillips  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service